

## **Spring 2013 Test Irregularity Report**

Please complete the attached form to report a CRT test irregularity. Below is information about reporting test irregularities from the 2013 Test Security Manual:

- Any concern about breaches in test security, testing irregularities, and/or noncompliance with test administration procedures must be reported immediately to the school principal/authorized representative, System Test Coordinator, and OPI by phone or in person within three days of the incident. The district superintendent should also be notified.
- The Testing Irregularity Form (TIR) is to be completed online within five days of the incident. Instructions for the online process to report a testing irregularity are provided to System Test Coordinators in a separate document.
- To assist in collecting the information needed to submit online, a screen shot of the online form is included in Appendix B of this manual.
- If additional time is necessary, the reporting individual should call the State Assessment Director to request an extension.
- If there is concern about ramifications from local reporting of an irregularity or breach, a paper form may be completed and submitted directly to the State Assessment Director. A pdf copy is online for this purpose. Click on the security tab at the following link:  
[http://opi.mt.gov/curriculum/MontCAS/#gpm1\\_5](http://opi.mt.gov/curriculum/MontCAS/#gpm1_5) It can be faxed or mailed to:

Judy Snow, OPI, P. O. Box 202501, Helena, MT 2501 or FAX: 406-444-0743.

If you have questions, please contact Judy Snow, State Assessment Director, 406-444-3656 or [jsnow@mt.gov](mailto:jsnow@mt.gov)

# Irregularity Report

ID					1
General Information					
All school and system personnel involved in the administration of the CRT and the CRT-Alternate and the accompanying materials must report immediately any violation or suspected violation of test security, administration policies and guidelines, and/or confidentiality. School or system staff should notify their System Test Coordinator and School Principal if they witness or suspect an irregularity has occurred. The System Test Coordinator should notify OPI within 3 days by telephone or email and should complete the online form within 5 days.					
School System Number	School Code Number	Date of Incident	Test	Has OPI Been contacted	
				<input type="checkbox"/>	
Person Completing Report				Grade	
Content Area					
Describe the Incident					
Describe the Handling of the Incident					
Educators Involved					
Student State ID			Student Test Form Number		